**Foundations for Children Nursery Schools Federation  
Governor Code of Conduct 2024-25**

**We will abide by the Seven Nolan Principles of Public Life:**

**Selflessness**

We will act solely in terms of the public interest.

**Integrity**

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

**Objectivity**

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability**

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

**Openness**

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty**

We will be truthful.

**Leadership**

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## As governors we will focus on our strategic functions:

1. Ensuring there is clarity of vision, ethos and strategic direction.
2. Holding executive leaders to account for the educational performance of the schools and their pupils and the performance management of staff.
3. Overseeing the financial performance of the schools and making sure their money is well spent.
4. Ensuring the voices of stakeholders are heard.

## As individuals on the board we agree to:

## Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our schools.
3. We agree to adhere to school policies and procedures as set out by relevant governing documents/in law.
4. We will fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks
5. We will work collectively for the benefit of all four schools.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the schools and local communities.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life (\* see Pg 1) or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the board if we have the authority to do so.
11. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the schools’ reputations in our private communications (including social media).
14. We will have regard to our responsibilities under [The Equality Act](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) and will work to advance equality of opportunity for all.

## Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees, working groups or panels where required.
2. We will ensure we have access to the necessary technology required to attend online meetings.
3. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
4. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
5. We will reply promptly to emails requesting governor responses.
6. We will utilise the GovernorHub system and the Federation’s Microsoft 365 account as appropriate for all non-confidential governor correspondence, circulation of non-confidential documents and policy approvals.
7. We will get to know the schools well and respond to opportunities to involve ourselves in school activities.
8. We will visit the schools and when doing so will make arrangements with relevant staff in advance, and observe school and board protocol.
9. When visiting the schools in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
10. We will participate in induction, safeguarding and Prevent training, take responsibility for developing our individual and collective skills and knowledge on an ongoing basis (completing a minimum of 4 hours training per year), and ensure details of all training completed is added to GovernorHub, for board records.

## Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local communities.
2. We will express views openly, courteously and respectfully in all of our communications with board members and staff, both inside and outside of meetings.
3. We will support the Co-Chairs in their role of leading the board and ensuring appropriate conduct.

## Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. We will each use only a dedicated email account, provided by the Federation, for governor business using a secure email service, separate to any personal email accounts we may have and not to be shared with any other persons (including other governors).
6. We will inform the Co-Chairs immediately if we believe there has been a confidential data breach.

## Comply with Data Protection

1. We will follow the schools' information security processes and measures and data protection policies when [using, storing, sharing and disposing of personal data](https://schoolgovernors.thekeysupport.com/uid/f8526f8f-6810-4c86-81bf-c783e671a2a5/).
2. We will inform the schools' data protection officer immediately if we believe there has been a personal data breach.

## Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board’s business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting, should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the schools’ websites.
5. We will act in the best interests of the schools as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the schools’ websites.
7. We accept that information relating to board members will be collected and recorded on the DfE’s national database of governors (Get Information About Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions. Please note, this code of conduct is not exhaustive. If situations arise that are not covered by this code, governors will use their judgement and act in the best interests of our schools and their pupils.

**The governing board agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy, or as needed and that it will be endorsed by the Full Governing Board, with individual members signing this electronically within the GovernorHub platform.**